LONGVIEW
Asset Management Ltd.

Employment Opportunity - Client Services & Portfolio Administration

- Longview Asset Management is seeking an exceptional new partner, to be a member of our Client Services & Portfolio Administration team
- This is an opportunity to join a successful, growing and highly-regarded business
- The right candidate will have the skills and personal characteristics set out below

Job Description & Key Responsibilities:

- Work seamlessly with Longview's other Client Services & Administration team members
- Take responsibility for a wide range of client services relating to onboarding, account opening, securities and FX trading, cash management, communications, marketing and day-to-day assistance
- Act as a point of contact with clients and third-party suppliers, including Longview's custodians
- Assist other Longview partners on a variety of tasks, working particularly closely with the firm's Chief Operations Officer

Education/Experience:

- Minimum university or college degree
- Minimum three years' experience working at a financial institution
- Accounting designation and/or CFA charter preferred

Required Personal Characteristics:

- Intelligence
- The highest integrity
- Attention to detail
- Strong spoken and written communication skills
- Strong organizational and prioritization skills
- Good computer skills, including proficiency in Excel, PowerPoint and Word
- The willingness to take on a wide variety of tasks
- Energetic and proactive, with a passion to learn and grow
- Desire to work in a firm with a team-based approach and a culture of excellence

Please send resume and cover letter via e-mail to careers@longviewassets.com